

A.D. 9.1, Population Management

Prepared for signature 5/28/98 - effective 8/3/98

1. Policy. The inmate population of the Department of Correction shall be distributed consistent with security and management considerations, statutory requirements, court orders or other formal agreements, and the classification of the inmate. Accordingly, inmates may be transferred between correctional units within the Department of Correction consistent with this directive. Population management shall not discriminate based on race, creed, color or national origin.
2. Authority and Reference.
  - A. Connecticut General Statutes, Sections 18-81, 18-86, 18-87, 18-87e, 18-87f, 18-91, 18-102, 18-105, 18-106, and 54-186 through 54-192.
  - B. Regulations of Connecticut State Agencies, Sections 18-87f-1 and 18-87f-2.
  - C. American Correctional Association, Standards for Adult Probation and Parole Field Services, Second Edition, March 1981, Standard 2-3164.
  - D. American Correctional Association, Standards for Adult Correctional Institutions, Third Edition, January 1990, Standard 3-4360.
  - E. American Correctional Association, Standards for Adult Local Detention Facilities, Third Edition, March 1991, Standard 3-ALDF-4B-02.
  - F. Administrative Directives 4.3, Court Processes; 6.3, Population Counts; 9.2, Inmate Classification; and 9.5, Code of Penal Discipline.
3. Definitions. For the purposes stated herein, the following definitions apply:
  - A. Community Services Transfer. The return of an inmate from community release to a facility.
  - B. Computer Assisted Inmate Transfer (CAIT). An automated system that supports inmate transfer functions.
  - C. Court Transport. The movement of an inmate to and from a correctional facility for a court appearance.
  - D. Emergency Transfer. An immediate transfer required to assure safety and/or security which cannot be accomplished through the use of restrictive housing.
  - E. Medical Transfer. A transfer to accommodate an inmate's medical care.
  - F. Population Control Transfer. A transfer to manage population levels within the Department.
  - G. Priority Transfer. A transfer for any purpose requiring expedited inmate movement.
  - H. Regular Transfer. The routine classification movement of an inmate between units.
  - I. Special Needs Transfer. A transfer to accommodate an inmate's court appearance, documented family hardship, or to receive a specified service.
4. Administrative Management. The Director of Inmate Classification and Population Management shall be responsible, in accordance with this Directive, for all inmate transfers and placement. A transfer may not be refused by a receiving facility. Absent intervention by the Director of Inmate Classification and Population Management, the Unit Administrator shall be responsible for inmate management within the unit.
5. Population Reporting. Consistent with Administrative Directive 6.3, Population Counts, the six (6:00) a.m. count shall be the Department's Facility Population Census. Population information shall be reported

via CAIT for each day to the Director of Inmate Classification and Population Management. The Director of Inmate Classification and Population Management shall assure that facility populations remain within court required capacities and shall approximate population levels as approved by the Commissioner.

6. Transfer Priorities. Transfer requests shall be considered in the following priority order:

- A. Emergency transfers;
- B. Priority transfers;
- C. Medical transfers;
- D. Population control transfers;
- E. Special needs transfers;
- F. Regular transfers; and
- G. Court transfers.

7. Transfer Between Facilities. Facility staff shall transfer or receive inmates as directed by the Director of Inmate Classification and Population Management.

A. Initial Facility Assignment.

- 1. Pre-trial Inmates. All pre-trial inmates and temporary surrenders shall remain at the admitting facility. However, the Director of Inmate Classification and Population Management shall be authorized to transfer inmates as needed.
- 2. Sentenced Inmates. The Unit Administrator shall submit to the Director of Inmate Classification and Population Management a sentenced inmate's classification profile and a requested facility assignment based on the inmate's classification level. This request for facility assignment shall be submitted within two (2) business days of determination of the overall risk score as defined in Administrative Directive 9.2, Inmate Classification. Facility assignment shall be selected by Director of Inmate Classification and Population Management or designee within four (4) business days of receipt of this recommendation. In emergency situations, the Director of Inmate Classification and Population Management or designee may make facility assignments without receipt of formal request for assignment.

- B. Emergency Transfers. Any emergency transfer with the exception of a community services transfer to a facility, shall be reviewed by the requesting Unit Administrator who shall contact the Director of Inmate Classification and Population Management or designee by telephone for approval.

- C. Priority Transfers. A priority transfer request shall be submitted via CAIT to the Director of Inmate Classification and Population Management and shall include: (1) detailed written reasons for the transfer; (2) a recommendation for facility assignment based on the inmate's risk level or needs; and (3) any special management requirements. The Director of Inmate Classification and Population Management or designee may verbally authorize a priority transfer. The Unit Administrator shall submit required documentation prior to transfer. Decisions concerning priority transfers shall be communicated to the requesting Unit Administrator within 48 hours of receipt of the request.

- D. Medical Transfers. The Director of Inmate Classification and Population Management or designee shall be authorized to transfer an inmate for medical purposes at the request of medical personnel. Such a transfer may be considered as an emergency, priority transfer or regular transfer. Upon resolution of the

medical concern, the inmate shall be returned to the sending facility as soon as possible unless reclassification or reassignment is warranted and approved by the Director of Inmate Classification and Population Management.

- E. Population Control Transfers. As required, the Director of Inmate Classification and Population Management shall direct inmate transfers to maintain acceptable population levels at each facility and to ensure facilities remain within population level agreements.
  - F. Return from Community Placement. An inmate returned from a community placement shall normally be admitted to a direct admission facility, except that an inmate from the Waterbury Community Services Office may be brought to CCI-Cheshire and an inmate from the New London Community Services Office may be brought to CCC-Brooklyn. The community Unit Administrator shall provide the receiving facility all relevant transfer information as soon as possible but not later than the end of the next business day. Any information required by Administrative Directives 9.2, Inmate Classification and 9.5, Code of Penal Discipline shall be provided promptly.
  - G. Regular Transfers.
    - 1. Reductions in Risk Level. Within two (2) business days of an inmate's risk level reduction, the Unit Administrator shall submit to the Director of Inmate Classification and Population Management via CAIT an inmate's new classification profile and a requested assignment based on the inmate's risk and needs. As with the initial facility assignment, the Unit Administrator shall normally recommend a transfer placement to a facility with the same classification level as the inmate which best meets the inmate's programmatic needs.
    - 2. Increases in Risk Level. Risk level increases, which result in the need to transfer an inmate to higher security in accordance with Administrative Directive 9.2, Inmate Classification, shall require the approval of the Director of Inmate Classification and Population Management.
    - 3. Lateral Transfers. A Unit Administrator may request a lateral transfer after a regular reclassification of the inmate. The sending Unit Administrator shall submit: (a) a request for facility assignment and (b) reasons for the assignment to the Director of Inmate Classification and Population Management. Any inmate request for a transfer must be initiated at the unit level.
  - H. Special Needs Transfer Request. A special needs transfer shall be submitted to the Inmate Classification Administrator two (2) business days in advance. When notification of a court appearance is made after normal business hours for the next day, an inmate may be moved by the Unit Administrators. The Director of Inmate Classification and Population Management or designee shall be notified the next business day. The inmate shall be returned to the originating facility within 24 hours of court appearance or at the direction of the Director of Inmate Classification and Population Management or designee.
8. Transfer Information. The Director of Inmate Classification and Population Management or designee shall inform the receiving Unit Administrator or Shift Commander of the number and classification of each inmate being transferred. The sending facility Unit Administrator shall ensure any special medical and/or security needs or requirements for each inmate scheduled for transfer is communicated to the receiving facility prior to transfer.

9. Out of State/Country Transfers. A sentenced inmate may be transferred to or from any authorized jurisdiction at the discretion of the Director of Inmate Classification and Population Management or designee. The Unit Administrator may make a request to the Director of Inmate Classification and Population Management for transfer when such a transfer is in the best interest of the Department or the inmate. Out of state transfers may be made pursuant to the provisions of C.G.S. 54-186 through 54-192, the Interstate Agreement on Detainers as specified in Administrative Directive 4.3, Court Processes. A sentenced inmate may be transferred to another country pursuant to the International Prisoner Transfer Treaty. The Unit Administrator may make a request to the Director of Inmate Classification and Population Management for transfer upon receipt of a voluntary request from an inmate who is a citizen or national of the country to which the inmate seeks a transfer.
10. Other Transfers. The transfer of inmates to other agencies may be made in accordance with this Directive and other Administrative Directives concerning such transfers.
11. Record Keeping. The Director of Inmate Classification and Population Management shall develop and maintain standard reporting formats, record keeping, and communication procedures to implement and operate the transfer provisions of this Directive. The Director of Inmate Classification and Population Management shall establish and maintain a record of all inmate transfers.
12. Exceptions. Any exception to the procedures in this Administrative Directive shall require prior written approval of the Commissioner.